

7 Carrick View

Burren

Co. Down

BT34 3FB

Dear Sir or Madame,

I am currently in my final year at Queens University, Belfast, studying English Literature and History, with a conditional offer to study MLaw.

On completion of my final year I will be seeking employment and feel that a position with your company would prove excellent prospects.

During my undergraduate studies I gained a variety of experiences which gave me different skills in which I can apply to any job for example communication skills –which is vital in any job profession.

I have enclosed full curriculum vitae for your attention. I look forward to hearing from you in the near future.

Yours faithfully,

Sarah McVeigh

Sarah McVeigh

7 Carrick View, Burren, Newry, BT34 3FB

Tel: 07514269937 Email: sarah.mcveigh2@btinternet.com

Personal Statement:

I am highly motivated, adaptable and responsible individual, currently seeking work placement within a firm which will offer early responsibilities and the opportunity to develop key legal skills.

Skills:

Communication:

- During my part time work, I engaged with the public and communicated information and advice in a warm and friendly way to providing good customer service.
- Becoming a university course rep for the School of English allowed me to grasp the opportunity to hone my skills in communication by helping new students with any queries.
- Working abroad in a summer camp for three months, I inspired children to exercise, eat healthy and to communicate with other children from different backgrounds.

Organisation:

- As part of university, this required me to work to a tight deadline by submitting coursework in short space of time, while studying for my exams. I did this by developing schedules and timetables with clear, specific milestones and deadlines.
- Pope John Paul Award has allowed me to think of prioritising to successfully meet all commitments.

Leadership:

- Organised a coffee morning in aid of Marie Curie. I directed those who helped clearly and effectively by managing and assigning roles.
- Becoming a dependable leader from this coffee morning, others have asked me to help with their organising and promoting of their charitable events.

Teamwork:

- Being a part of Queen's University Rowing team has enabled me to work alongside others to initiate and solve problems.

Education:

St. Louis Grammar School, Killeel

A Levels: English Literature (B), History (B), Health and Social Care (C)

AS Level: ICT (C)

St. Mark's High School, Warrenpoint

Science (A*), ICT (A), English language (B), French x2 (BB), Religion (B), Music (B), History (C), Mathematics (C), OCR (C)

Additional Achievements:

Raised £9864.49 for Marie Curie, Art, English & Languages Queen's University course rep, Music Qualification - Graded Practical (ABRSM and equivalent) Singing- Merit, Application of Number (Pass), First Aid Certificate, Pope John Paul Award (Gold), OLA French (Level 2)

Work:

Eurospar, Warrenpoint

Address: 15-17 The Square, Warrenpoint, Newry BT34 3LY

Nature of work: Cashier

From September 2016 to February 2019, part-time

Referees:

Dr. Nik Ribianszky

Professor in the School of History, Anthropology, Philosophy, and Politics
Queen's University Belfast.

Email: N.Ribianszky@qub.ac.uk

Tel: 028 9097 5030

Moyra Haslett

Professor in the School of Arts, English and Languages
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